

Blog/News Quick Guide

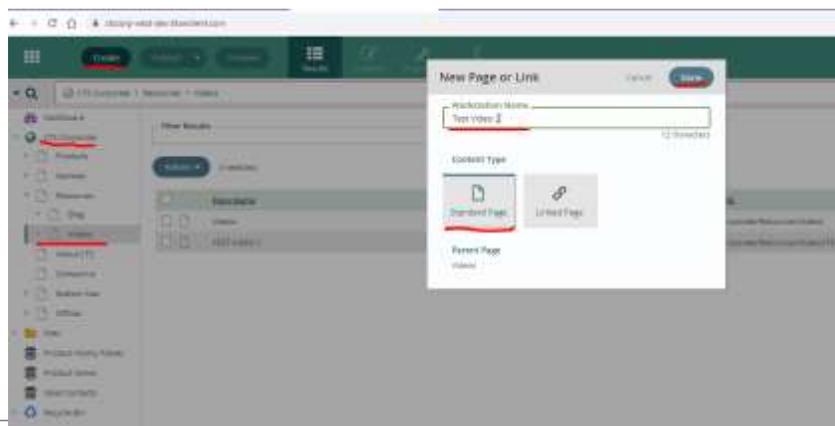
This document will walk a content manager through the process of posting a new video on the [Video Library](#) page in Titan CMS for the ctscorp.com site.

Things to have ready

- Video links from YouTube or Vimeo
- Written content – teaser text
- Image selection
- Sort Order date
- Understanding of how you would like the video to be tagged

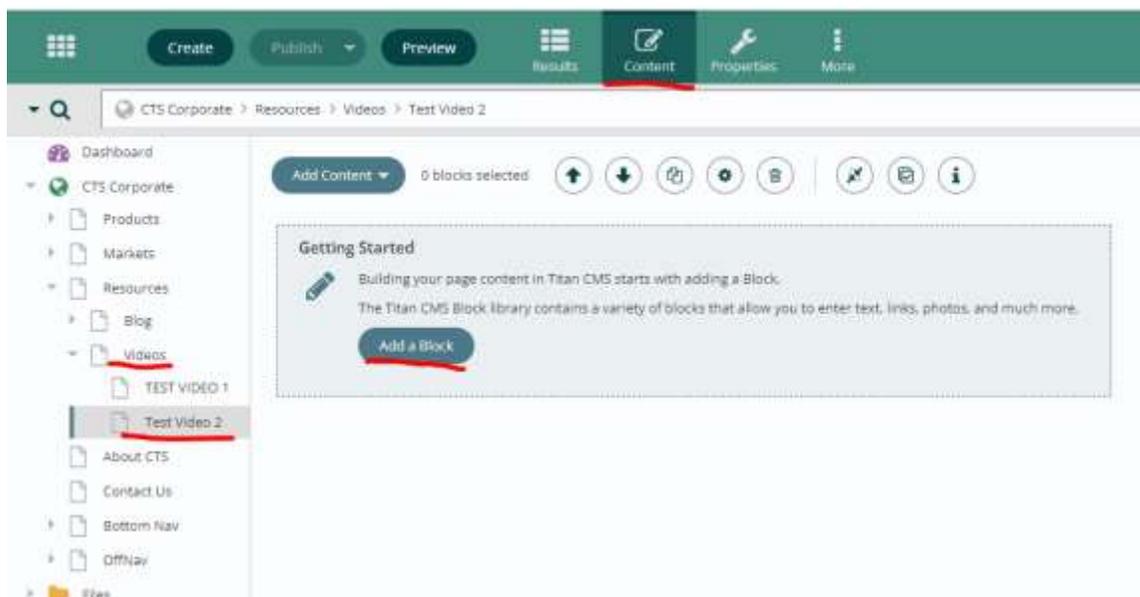
Creating the Page Shell

- Log into your Titan CMS workstation
- In your site map, locate the CTS Corporate globe. Click on the arrow on the left to open the site map.
- Locate Resources in the site map. Click on the arrow on the left to open the Resources section of the site.
- Click on Video. This indicates to the system that you want Video to be the parent page.
- In the Page Tools, click on Create.
- In the pop-up, enter the name of the video in the Workstation Field. This will also become your Video page name and title. The content type is set for Standard Page.
- Click DONE.

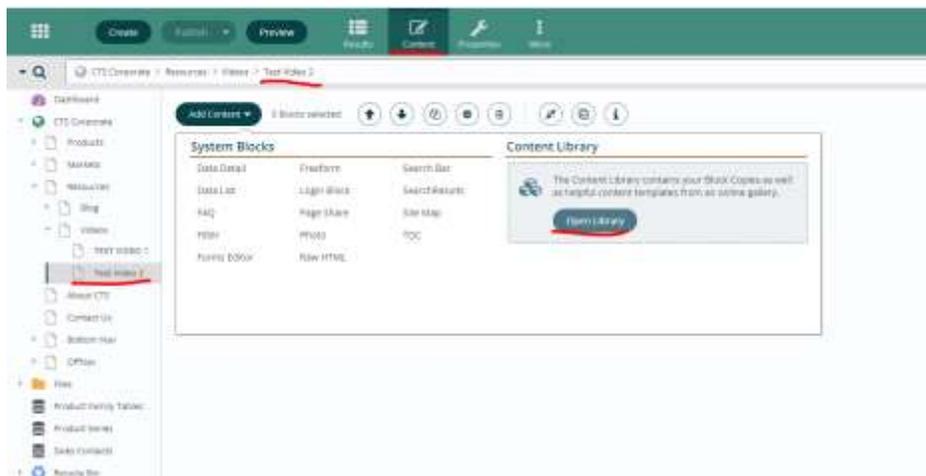


Creating the Content

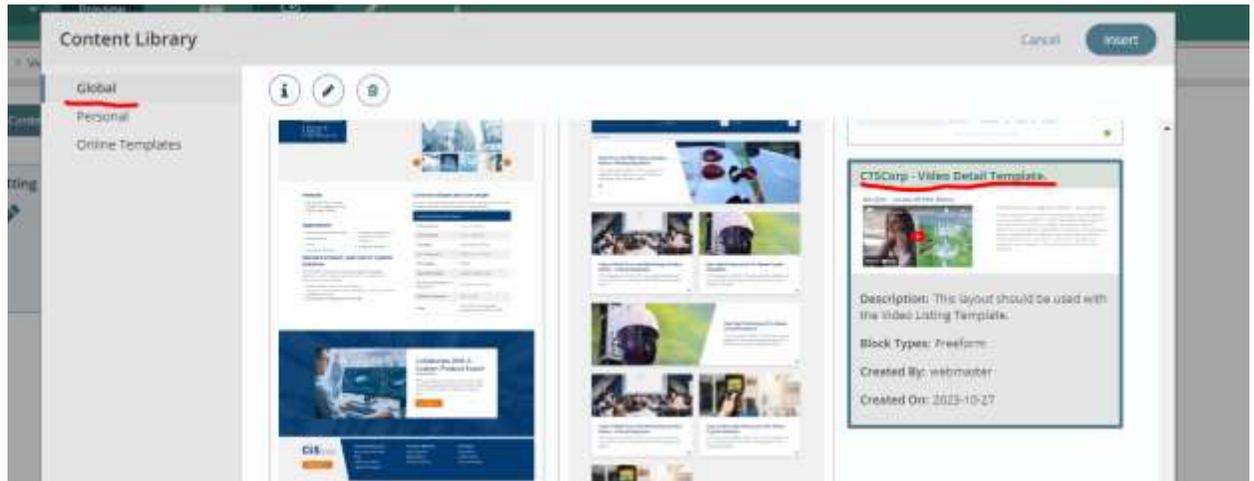
- Click on the new video page that you created from the Results view.
- Go into editing mode by either: 1) double-clicking on the Page Name in the Results view, or 2) click on the Content tab in the Page Tools ribbon or 3) in the Action menu, select Edit. All the options will get you to the same editing window.
- In the editing window, click on Add a Block.



- From the Add a Block view, you will see System Blocks and Content Library. Under Content Library, click on Open Library.



- When you click on Open Library, you will be taken into the Content Library.
- In the Content Library, select the CTSCorp – Video Detail Template by clicking on it.
- Click INSERT. This will drop the template onto the new blog page.



- Go through the Content tab and edit the content in the template so it matches your new blog.

Updating the Properties

- In the Page Tools ribbon, click on Properties
- Fields to review:
 - Sort Date – have this be the date and time the story is always linked to.
 - Page Title – this is what search engines may pick up
 - Metatag Description – this is what search engines may pick up
 - Page Layout – should be set to Side After Main Column
 - Navigation Zones – should be to TOC and Breadcrumb

The screenshot shows the 'Advanced Properties' configuration page in Titan CMS. On the left is a navigation sidebar with categories like Dashboard, CTS Corporate, Products, Markets, Resources, Blog, Videos, and About CTS. The main content area is titled 'Advanced Properties' and contains several settings:

- Workstation Name:** Test Video 2
- Page Layout:** Side After Main Column (highlighted with a red underline)
- Comments and Ratings:** No Commenting and Rating Template
- Fav Icon Path:** A text input field with a 'Browse' button next to it.
- Credited Author:** webmaster
- Navigation Zones:** A grid of checkboxes for 'Bottom', 'Top', 'Breadcrumbs', 'Utility', and 'TOC'. 'Breadcrumbs' and 'TOC' are checked and underlined in red.
- Page is SSL:** Radio buttons for 'Yes' and 'No'. 'No' is selected.
- Caching Priority:** Radio buttons for 'High', 'Medium', and 'Low'. 'High' is selected.

Tagging the Video

- In the Page Tools ribbon, click on MORE
- Under the MORE options, select TAGS. This will pin TAGS to your Page Tools ribbon.



- Click TAGS to add tagging to your articles. Tagging will allow a user to filter the videos on the Video Listing page.
- In the TAGS window, you will select tags from:
 - Video Topic
- You may select as many tags as are applicable for the blog article. To select a tag,
 - Under Tags, select the category you would like to apply.
 - The Available Values (the middle box) will populate with the options available.
 - From the Available Values, select the tag(s) you would like to apply by clicking on them.
 - Click the Right Arrow once selections have been made from the Available Values.
- Click PUBLISH once all tags have been selected.

